

Contra Costa Community College District

Payroll Deduction Authorization Form

Employee Name: _____

Employee ID/SSN: _____

Phone Number: _____

Please check one of the following:

New Deduction: _____ Terminate Deduction: _____ Change Deduction: _____

Organization or TSA Company <u>DVC Foundation</u>	I want to donate to (write account name):
Address: <u>321 Golf Club Rd</u>	
City/Zip: <u>Pleasant Hill, 94523</u>	Phone #: <u>925 969 2025</u>
Current Amount/Percentage: _____	New Amount/Percentage: _____
I want this change effective on my (please write paycheck date) _____ paycheck	

I hereby authorize Contra Costa Community College District (CCCCD) to initiate a payroll deduction, terminate a payroll deduction, or change a payroll deduction, as appropriate based on the selection I have checked above.

I understand that if I am initiating or changing a payroll deduction, the deduction may not be made if I have insufficient income in a pay period to cover this and other required and authorized deductions, and will not hold CCCCDD liable for any deductions not made.

I understand that if I am terminating a payroll deduction, the deduction may still be taken during the current payroll due to the time needed to process the termination, and will not hold CCCCDD liable for any deductions made.

I understand that I am changing a payroll deduction; the change may not take effect during the current payroll cycle due to the time needed to process the change.

I agree that this deduction shall be made each month until changed or cancelled by submission of a Payroll Deduction Authorization Form.

I understand that for TSA deductions, I need to establish an account with the TSA Company for CCCCDD's group plan before I initiate a payroll deduction. A list of vendors and CCCCDD plan group numbers can be found on the District's website under Deferred Compensation. Hourly employees are not eligible for TSA's.

CCCCD shall have no liability for any loss suffered by the Employee with regard to his/her selected company; or for funds transmitted in the manner authorized by its Tax Sheltered and Investment Programs and/or a 457 CalPERS plan. All deductions shall be made in accordance with Education Code Sections 22810, 22811 and 22812; Internal Revenue Code of 1954 as amended; Section 17512 of the California Revenue and Taxation Code and of the Plan adopted by the Governing Board of CCCCDD.

Employee Signature: _____ Date: _____

FOR PAYROLL USE ONLY		
Entered By _____	Date: _____	Deduction Code: _____